

Natrona County Sheriff's Office

201 North David Street, 2nd Floor

Job Posting

Records Clerk

GENERAL PURPOSE: The Records Clerk answers the telephone and counter and helps the public with their needs, from criminal to civil. Starting pay \$2,200 per month, includes the following benefits:

- Medical, Vision and Dental Insurance
- Wyoming State Retirement
- 12 Paid Holidays

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following **ARE NOT** intended to serve as a comprehensive list of all the duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Dealing with the public in person and on the phone.
- Data entry for reports generated by our deputies and working with confidential matters.
- Enter data into the Computer Aided Dispatch System (CAD).
- Scan in the reports and documentation generated by our deputies dealing with that individual or case.
- Work with outside agencies within the criminal justice system, such as Municipal, Circuit, District, and Federal courts, other law enforcement agencies, municipal, county, state, and federal.
- Deal with confidential matters on a local, state and federal level within the Natrona County Sheriff's Office.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Computer Skills
- Filing Skills
- Phone Skills
- Effectively Communicate with Public

Required Licenses or Certifications:

- None

Required Hours and Miscellaneous:

- Work hours are 8:00 am to 5:00 pm daily with weekends and holidays off.
- A detailed criminal background check is required on all applicants. This includes polygraph, drug test, fingerprints, and background checks.